## Town of Stow

# Town Hall Restoration Committee

# Meeting Minutes

February 18, 2020

1. Call to order

Doug Hyde called to order the regular meeting of the Town Hall Restoration Committee at 7:05 pm on February 18, 2020 at the Stow Town Building.

1. Roll call

The following people were present:

Committee Members: Doug Hyde, Chairman, Tom Ryan, Vice Chair, Andy Crosby, Ed Deluca

Absent: Arnold Epstein, Cortni Frecha, Atli Thorarensen

1. Approval of Minutes
   1. Tom Ryan made, and Ed Deluca seconded, a motion to approve the 7/8/2019 meeting minutes. The motion was unanimously approved.
   2. Ed Deluca made, and Tom Ryan seconded, a motion to approve the 7/29/2019 meeting minutes. The motion was unanimously approved.
   3. Tom Ryan made, and Ed Deluca seconded, a motion to approve the 8/14/2019 meeting minutes. The motion was unanimously approved.
   4. Tom Ryan made, and Ed Deluca seconded, a motion to approve the 9/25/2019 meeting minutes. The motion was approved by Doug Hyde, Tom Ryan, and Ed Deluca, Andy Crosby abstained.
   5. Ed Deluca made, and Tom Ryan seconded, a motion to approve the 10/01/2019 meeting minutes. The motion was unanimously approved.
   6. Ed Deluca made, and Tom Ryan seconded, a motion to approve the 11/25/2019 meeting minutes. The motion was unanimously approved.
   7. Tom Ryan made, and Ed Deluca seconded, a motion to approve the 12/5/2019 meeting minutes. The motion was unanimously approved.
   8. Ed Deluca made, and Tom Ryan seconded, a motion to approve the 12/18/2019 meeting minutes. The motion was unanimously approved.
   9. Tom Ryan made, and Ed Deluca seconded, a motion to approve the 2/4/2020 meeting minutes. The motion was unanimously approved.
2. Update on Communication with CBI
   1. Doug reported that Tom had sent him two versions of the requested letter to CBI regarding items still due from CBI. Doug selected the shorter of the two letters to send to CBI. The letters proposed that CBI consolidate all of the documents delivered to date into one comprehensive report and included an option that the Committee would agree that CBI does not have to provide the Historical and A/V sections for a $4,000.00 of the remaining amount billed by CBI.
   2. Doug informed the Committee that CBI acknowledged receipt of the letter and was reviewing it.
3. Advisor for the Committee
   1. Doug informed the Committee that Craig Martin and he had met with Amy Hastings, an architect with CambridgeSeven and Stow resident, who had been involved with the Center School project. She has proposed that she review the documents received to date and advise the Committee on the next steps.
   2. Amy had forwarded a contract to Doug for review. The Committee reviewed the contract and suggested that the contract be modified to specifically state that Amy will be the consultant.
4. Motion to Hire Amy Hastings as Consultant
   1. Tom Ryan made, and Ed Deluca seconded, a motion to hire Amy Hastings for 14 hours. The motion was unanimously approved.
5. Preparing for the Public Forum
   1. The Committee discussed the public forum scheduled March 11, 2020 at the Stow Town Hall. Ed Deluca suggested that Andy Crosby, as Historical Commission representative make the presentation. Andy Crosby agreed to do so.
   2. The Committee agreed that Andy Crosby would begin the work on the PowerPoint presentation and share it with the rest of the members for review and comment. The Committee will meet on March 3, 2020 to work on the presentation and will schedule a second meeting on March 9 if necessary.
6. Adjournment

Ed Deluca made, and Tom Ryan seconded, a motion to adjourn the meeting. The motion was unanimously approved. The meeting adjourned at 8:15 pm.

Minutes submitted by: Andrew B. Crosby

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Minutes Approved on: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_